

# DEPARTMENT OF CHILD SERVICES



## CHAFEE IL NEWS BULLETIN

**Moving Indiana Foster Youth Toward Permanency**

**August/September 2006**

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### 3 IL Field Specialists Positions Posted

These new positions are currently posted on the job bank. They are listed as Human Services Consultant 2 and are identified as IL Field Specialists for the Northern, Central, and Southern Regions. Anyone who is interested in applying for one of the positions should go to the Job Bank and complete an application. The posting will be listed for 14 days.

### Reports Received on Voluntary Services Cases

Since the Voluntary Services Caseworkers (VSC) contracts ended on June 30, 2006, all progress reports (except for Lake County) for youth receiving voluntary services when their wardship case is dismissed are to be sent to Mary Lou Easter at the Warren County DCS office at 20 W. 2<sup>nd</sup> Street, Williamsport, IN 47993 until further notice. Lake County reports are to be sent to Shirley Smith at the Lake County DCS as usual. These cases were being managed by the VSC in ICWIS and are maintained by the IL Coordinator currently. If county family case managers are receiving these reports, please contact the provider and inform them of this change. Thank you for your assistance in this matter.

### Policy Changes as of July 1, 2006

If you have not already checked out the revised policy at the DCS website, please do so as soon as possible. The policy can be located at <http://www.in.gov/dcs/policies/cwmanual.html>. Some agencies are still getting referrals for youth at age 14. **The age to refer youth for Chafee services who are placed in local foster homes, relative care, and court approved non-licensed placement is age 16 as of July 1, 2006.**

Referrals for Chafee services are only to be made for youth in residential facilities, group homes, and LCPA foster homes when a youth reaches age 17½. At that time a transition referral is to be made to assist the youth in preparing for living independent of foster care.

### Transition Planning Case Conference starting at age 17

To ensure that youth in foster care begin to develop career and/or educational plans for their future, planning is required to begin at age 17. At age 17½, a transition referral to a Chafee provider is required to help prepare the youth with housing and employment upon their case being dismissed. The policy is located at <http://www.in.gov/dcs/policies/cwmanual.html>. **Chapter 11, Section 6** is the policy on transition planning. The **Transition Planning Toolkit** (tool in Chapter 11) is to be

## Chapter 11- Independent Living Policy

<http://www.in.gov/dcs/policies/cwmanual.html>

## Education and Training Voucher Program

<http://www.statevoucher.org/>

## Foster Club Website

<http://www.fosterclub.com/index.cfm>

## Contact Us: Independent Living Coordinator:

**Mary Lou Easter, MSW**  
Central Office -  
317-232-7116  
Warren County DCS -  
765-762-6125

[mary.easter@dc.in.gov](mailto:mary.easter@dc.in.gov)

completed and will serve as a guide in the planning process by determining the youth's current assets and then determining their ongoing needs and developing a plan for the next 6 months. It is so important to know where the youth is educationally at this point. Tutoring or other assistance may be needed to ensure that the youth graduates from high school or pursues a GED.

Transition planning through conferencing with all parties involved in the youth's case is required every 6 months until the youth's case is dismissed. It is extremely important that youth recognize their potential and options as they determine career paths whether that is college, vocational school, Job Corps, military service, or other options. Encouragement from family case managers, caregivers, CASAs, mental health providers and others involved with the youth helps to strengthen the youth's self confidence as they start to plan for the future.

Exposing the youth to various options can open their minds to planning a future that they previously did not believe was possible or even available for them. Below are just a few websites that can be extremely helpful in motivating youth in high school and to begin making future plans.

- 1) <http://www.educationalsuccesses.org/> This website opens the door to educational, life and career planning. "Crunch the Numbers" is a calculator under career planning to assist the youth in determining what it will take to cover their basic living expenses.
- 2) <http://www.wdsi.org/calculator/selfsuffcalc.cfm> This is a Workforce Development website with a self sufficiency calculator specific to Indiana housing costs and employment earnings.
- 3) <https://www.statevoucher.org/> This is the website for the Education and Training Voucher Program. There are links to all Indiana colleges and trade schools on this website which prevents the youth from having to go to each separate website to find them. There are also links to scholarships, the FAFSA (Free Application for Federal Student Aid) website, study guides and much more.
- 4) <http://www.triptocollege.org/> This is the Indiana Youth Institute website and is a step-by-step guide in making college a reality for Indiana youth.
- 5) <https://www.driveofyourlife.org/launch.html> This is also an Indiana Youth Institute website where youth can test drive careers.
- 6) <http://atterbury.jobcorps.gov/> This website provides information in Job Corps in Edinburgh, IN. They provide an opportunity for youth to be housed and complete their education if needed and offers 18 career choices while in the program.

## MEDICAID for Youth Aging out of Foster Care

Since Medicaid became available on July 1, 2006 for youth who turn 18 in foster care, many former youth have applied for Medicaid successfully. This is a much needed benefit for all eligible youth. It is important that Family Case Managers complete the Foster Care Independence Referral Form (provided in the June/July IL News Bulletin) and the Hoosier Healthwise form (available from the Public Assistance office) for every youth in out-of-home care who is within one month of their 18<sup>th</sup> birthday and provide these forms to the youth's Public Assistance case manager to ensure that they maintain their Medicaid when they turn 18. By following this process, all youth who are aging out of care will have continued Medicaid when they leave the State's care.

Please continue to assist the Public Assistance case managers in verifying eligibility for youth applying for this new category that turned 18 in care. If the youth was not a ward of the county where they are applying for Medicaid, assistance can be obtained from the county of wardship or by contacting Mary Lou Easter at [mary.easter@dc.in.gov](mailto:mary.easter@dc.in.gov) to obtain verification.

There are currently only 16 youth signed up for MA14. There are many more that are eligible who have not applied or had their eligibility maintained when their case was dismissed. Please assist the youth in applying for this very important service. Youth who are no longer wards must apply at their county of residence.

## Scattered Site Apartment Placements

If you have not been contacted by the IL Coordinator and have a youth in a scattered site apartment, please enter the placement by completing the following steps:

- ✓ On the *Placement Details* page, change the last placement that moved the youth to the scattered site placement to reflect the *Reason for Change* from the dropdown list as *Transitional Housing*. Ending a placement with this reason will indicate that the child is still under the placement and care responsibility of DCS, is currently receiving Independent Living services but has moved to an apartment or scattered site housing. When a placement is ended with a reason of 'Transitional Housing', it will not end the removal episode.
- ✓ Enter the scattered site placement by clicking on *New* on the placement history screen and choosing *Transitional Housing* as the *Type of Resource* on the screen that comes up. The Type of Service will automatically set to Transitional Housing.
- ✓ *Change the county to Central Office.* Click on the *Retrieve* button and select the LCPA who is contracted to place the youth in an apartment from the list that comes up. If the county or the agency managing the youth's case in the apartment is not included in the list, please contact Mary Lou Easter at [mary.easter@dc.in.gov](mailto:mary.easter@dc.in.gov) to have the placement entered into the database so the placement can be entered.
  - The system checks for a valid address (apartment) of the placement begin date. *If the profile-address window does not have an address record equal to the placement begin date, the user will be prompted with the following message: Please click the 'Address' button to enter the child's new address.* Clicking this button will open the *Insert Address* window.
  - *Insert Address* window will allow the user to *enter the child's current address* on the profile screen.

It is important that all of the youth placed in scattered site apartments are entered into ICWIS. The response from family case managers in entering these placements has been wonderful. Your efforts are greatly appreciated!

## OPENINGS at Chrysalis Academy

If you know of a young man between the ages of 18 and 24 who lacks direction and the skills to become a successful adult, you may be interested in referring him to the Chrysalis Academy described below. There is no cost to the youth. The qualified candidate will

- |   |   |
|---|---|
| - be literate at a 6 <sup>th</sup> grade level      | - have no history of violence                     |
| - have no severe emotional or behavioral problems   | - be free of active addiction to drugs or alcohol |
| - be interested in employment and further education | - be free of adult felony                         |

***For more information or to schedule an appointment, please call 317-347-4444 or toll free at 1-877-959-1100.***

Chrysalis Academy is a voluntary residential training program which offers young men ages 18 to 24 the opportunity to learn the skills they need to enter successful adulthood. They will learn those skills in a safe and loving home with staff and volunteers who will coach and train them for a minimum of six months at the residence and then follow them for 5 years to ensure success. The goal for each young man enrolled at Chrysalis is to become self-sufficient and equipped to be a productive citizen, parent, worker and role model in his community. Chrysalis Academy will provide a home for him rather than an institutional setting. Staff will be accountable for his supervision at all times, day and night in overlapping shifts. Each youth will work with staff to create an individual development plan for his stay at Chrysalis. The program is voluntary, and provides a holistic curriculum.

Joyce Duvall, Executive Director  
317-347-4444  
Toll free: 1-877-959.1100  
[joyce@chrysalisacademy.org](mailto:joyce@chrysalisacademy.org)

Chrysalis Academy  
5181 N. High School Rd.  
Indianapolis, IN 46254  
[www.chrysalisacademy.org](http://www.chrysalisacademy.org)

## Desk Guide for IL Timelines

This can be printed out as a two sided document to keep handy on your desk as a reminder when working with older youth.



# Independent Living Service Timeline for:

- Chafee Independent Living Services
- Chafee Education and Training Voucher Program
- Medicaid for youth aging out of foster care<sup>1</sup>

DCS Website for IL Policy

<http://www.in.gov/dcs/policies/independentliving070106.html>

effective 7/1/06

AVAILABLE SERVICES for youth aging out of foster care	ELIGIBILITY
<b>Room and Board funding</b> with case management up to \$3000 until age 21	CHINS youth who turn 18 in foster care or on a trial home visit at age 18
<b>Education and Training Voucher</b> up to \$5000 per year until age 21 and if enrolled in school at age 21, funding is available through age 23	CHINS youth who turn 18 in foster care & CHINS youth who are adopted or placed in a guardianship from foster care at age 16 or older
<b>Medicaid – New Category MA14</b> age 18 up to age 21	CHINS youth who turn 18 in foster care

**IV-E eligible probation youth and JD/JS Place and Pay probation youth** are eligible for the above services **if they have an open case and a case plan indicating the need for independent living services in ICWIS** (DCS Indiana Child Welfare Information System). *The paper probation case plan is available at the website above for probation officers to download, complete and provide to the DCS case manager who is assigned the case for input into ICWIS.*

At age 16	Youth placed in	Youth placed in
Child Welfare Policy Manual Chapter 11 Section 1	<ul style="list-style-type: none"> <li>• County foster home</li> <li>• Relative foster home</li> <li>• Non-licensed court approved placement</li> </ul> <p><b>Must be referred for Chafee services to a contracted Chafee service provider</b></p>	<ul style="list-style-type: none"> <li>• Residential facilities</li> <li>• Group homes</li> <li>• Therapeutic or special needs foster homes</li> </ul> <p><b>Must be provided IL services even though Chafee funds are not used</b></p>
	The <b>Chafee provider</b> will ensure that the youth completes the <b>Ansell-Casey Life Skills Assessment (ACLSA)</b> at <a href="http://www.caseylifeskills.com">www.caseylifeskills.com</a> within 30 days of placement and every 6 months thereafter with the results provided to the DCS or Probation Officer immediately by email or by written document. An <b>Independent Living Plan</b> for services will be developed with input from the youth based on the results of the ACLSA.	The <b>facility where the youth is placed</b> will ensure that the youth completes the <b>Ansell-Casey Life Skills Assessment (ACLSA)</b> at <a href="http://www.caseylifeskills.com">www.caseylifeskills.com</a> within 30 days of placement and every 6 months thereafter with the results provided to the DCS or Probation Officer immediately by email or by written document. An <b>Independent Living Plan</b> for services will be developed with input from the youth based on the results of the ACLSA.

<sup>1</sup> Foster care is defined as 24-hour substitute care for children placed away from their parents/guardians /custodians and for whom the State agency has placement and care responsibility. Facilities that are outside the scope of foster care include, but are not limited to: detention facilities; psychiatric hospital acute care; forestry camps; or facilities that are primarily for the detention for children who are adjudicated delinquents.

<b>At age 17</b> Child Welfare Policy Manual Chapter 11 Section 6	All youth, regardless of placement type must have a <b>Transition Planning Conference</b> held to help the youth in developing their future plans using the <b>Transition Planning Toolkit</b> . The youth inventory and transition plan must be completed. The Transition Planning Conference is to be held every 6 months with the plan updated until the youth's case is dismissed.
<b>At age 17 ½</b> Child Welfare Policy Manual Chapter 11 Section 6	<p>The second <b>Transition Planning Conference</b> is to be held to update the youth's inventory and transition plan using the <b>Transition Planning Toolkit</b>.</p> <p><u>All youth regardless of placement type must be referred</u> for <b>Transition Services</b> to a <b>Chafee IL Service Provider</b> following this conference once it is determined where the youth intends to reside when their case is dismissed. The Chafee IL Provider will meet with the youth and begin to work with the youth to locate housing and employment following case dismissal.</p>
<b>Before March 10<sup>th</sup></b> Child Welfare Manual Chapter 11 Section 10	<p><b>Of the youth's senior year in high school or successful completion of the GED test</b></p> <p>The Chafee IL Service Provider, DCS Family Case Manager, or Probation Officer must assist in completing the <b>Free Application for Student Aid (FAFSA)</b> with all youth planning to attend college or vocational programs to ensure eligibility for state financial aid and to receive a determination as to federal Pell Grant funding. The youth must indicate on the FAFSA that they are turning 18 in foster care to be determined an independent student.</p>
<b>Following completion of the FAFSA application</b> Child Welfare Manual Chapter 11 Section 10	<p>The Chafee IL Service Provider, DCS Family Case Manager, or Probation Officer must assist youth enrolling in college or vocational training programs in applying for the <b>Education and Training Voucher Program</b> at <a href="https://www.statevoucher.org/">https://www.statevoucher.org/</a>.</p> <p>The youth must complete the essay portion of the application process and download all required documents that must be completed and returned to the contracted service provider (Orphan Foundation of America).</p>
<b>One month prior to the youth's 18 birthday</b> Child Welfare Manual Chapter 11 Section 16	<p>The Family Case Manager or Probation Officer must complete the <u>Foster Care Independence referral form and Hoosier Healthwise application</u> for all youth turning 18 in foster care and submitted to the public assistance case manager to maintain <b>Medicaid coverage</b> after age 18.</p>
<b>At Case Dismissal</b> Child Welfare Manual Chapter 11 Section 7	<p>The Chafee IL Service Provider will assist youth in completing the <b>Voluntary Services Application and Services Agreement</b> and submit to the DCS case manager for signature for youth choosing to continue with voluntary services (room and board and case management assistance) following case dismissal at age 18 or older.</p>
<p><b>Youth aging out of foster care are to be provided with the following documents from the youth's case file:</b>  <b>School Records – Medical Passport - Original Birth Certificate</b></p>	

